

# MEETING MANAGEMENT AND ELECTRONIC VOTING SYSTEM

## FACT SHEET

**Electronic voting is the most efficient and accurate way of putting your company firmly in control of your meetings and empowering your shareholders.**

In the last five years there has been a marked increase in the level of voting at company general meetings and a move from a show of hands to resolutions being taken by poll. These factors have led to a need to automate the voting process.

In response to the changes, IML, a Computershare company, has developed an electronic voting system that streamlines the voting process. Shareholders are provided with handsets and Smartcards at registration that link voting rights to their shareholdings. Votes are recorded instantly and accurately with the option of results being displayed live on-screen. A comprehensive set of reports are produced post-event.

### REGISTRATION

All types of attendees (shareholders, corporate representatives, proxies, guests and press) are registered on arrival. Once attendees have registered, they are issued with a Smartcard, which, when inserted into a handset, will assign them their correct voting rights based on the size and class of their holding.

### ELECTRONIC POLLS

Registration and voting can be managed at a number of locations simultaneously to allow attendees to participate in a meeting wherever they are in the world. A poll is conducted on every resolution with handset screens confirming that votes have been cast. Split voting can also be performed live while a vote is taking place and amended resolutions can be added instantaneously.

### VOTE MONITOR

A live information monitor for the Chairman, Secretary and Scrutineer displays up-to-date information including details of all attendees and proxy vote status. Potential swing as a result of live votes cast can be viewed prior to the event and a results summary allows vote status to be previewed before the poll is closed.

### REPORTS

Reports can be produced within minutes, allowing results to be released to the stock exchange without delay. A full audit trail and scrutineers report are created together with results by resolution, meeting attendees, votes by attendee and overridden proxy votes.

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IMLFS0002V1F

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## HOW DOES IT WORK?

### 1. ATTEND



Shareholder attendance cards are scanned on arrival, simplifying and speeding up the registration process. Corporate representatives, proxies, guests and press are also registered at this point and their details are added to the meeting database allowing them to be tracked via the vote monitor, affording greater transparency.

### 2. REGISTER



A Smartcard is issued to the shareholder containing a reference number, which is linked in with the voting rights. No confidential shareholder information is stored on the card so if it is lost, it can easily be cancelled and replaced.

### 3. MONITOR



You can stay focused on your meeting using the vote monitor, which keeps track of many details, including attendee information and a preview of polls showing potential swing.

### 4. VOTE



With the Smartcard inserted into the handset, the shareholder votes on the resolutions. Unlike a show of hands, the vote is instantly recorded, improving shareholder perception through efficient use of modern technology. A message on the handset screen confirms that the vote has been cast. Split votes can also be performed live while a vote is taking place.

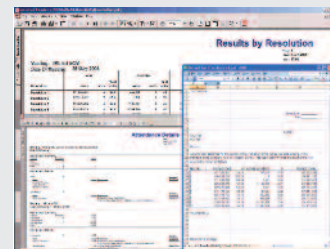
### 5. RESULTS

|                         | Votes       | %     |
|-------------------------|-------------|-------|
| 1. For                  | 344,679,209 | 99.67 |
| 2. Against              | 1,294,787   | 0.33  |
| 1,418,564 abstain votes |             |       |

Resolution Carried

Results are displayed instantly on screen with the option of showing abstentions. The results screen can be fully configured to reflect your company's branding.

### 6. REPORTS



Reports are produced automatically, including the scrutineers report. An archive of the event is burnt onto CD containing all reports and the meeting audit.

## CLIENT TESTIMONIAL

"It is crucial for BA to demonstrate a proactive approach to reform in order to highlight our unwavering commitment to living up to the expectations of our shareholders.

IML's electronic keypads modernise our AGM and keep it in line with changing times and technology. More importantly, they hold us and our practices fully accountable and transparent.

I firmly believe that electronic voting is the future and will become standardised practice at all AGMs, providing shareholders with a familiar format they can have complete confidence in."

Sarah Billington, Manager Shareholder Services - British Airways Plc